Subject: 10/29 Meeting Summary
Date: Sat, 30 Oct 1999 11:48:02 -0400
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folks,

probably a good idea to keep summaries of these meetings. ill start the ball rolling, but going forward i suggest we get the PA communications person or project manager to do VERY BRIEF summaries. i like the following format, unless someone has another they prefer. pls add as necessary:

Attendees: GH, TK, LS, BK, nick, ? (PA finance and communications person)

Meeting Goal:
- intro LS to PA team
- intro addtl deliverables to PA goals for v1.0 of venture-vortex.com site
- plan for next weeks FTF meetings in NYC

Main Discussion Points:
- mutual intros and bio summaries
- allocation of specific technical and design skill sets to PA and VV team (LS has notes on this)
- allocation of project management roles for VV. LS assisting GH in project managing; LS will work directly with BK on ops and devpt planning to expedite mapping to overall strategy for v1.0
- allocation of project management roles for PA. BK is project manager.
- concept for NYC mtgs: brainstorm, collect and sort ideas for devpt plan.
goals are: to make decisions on plan, then move to execute demo ASAP; second goal is to get roadmap and cost estimate for use in investment materials (budgets)
- GH arranging a brief presentation by XML tech developer that may be suitable for "VentureBuilder" tool necessary for v2.0 (see action item 2)

Action Items (Owner)
- send URLs for tech's being assesed, including IPEC corporate patent site to LS (BK)
- email XML company building tech details/concepts to team over weekend (GH)
- assemble cast or characters and team contact list; email to team (BK)